

MEMORANDUM FOR THE RECORD

SUBJECT : CIA Management Committee Meeting on 17 November 75

PRESENT : Secretary
Mr. Proctor
[redacted]
Mr. Blake
Mr. Chamberlain
[redacted]
Mr. Iams
Mr. Carver
Mr. Janney
[redacted]
Mr. Evans

The following topics were discussed and decisions reached are recorded below:

1. Secretarial Survey (MCA-97/C). The Director of Personnel highlighted the results of the survey. A lengthy discussion followed. With the exception of Mr. [redacted] there was general agreement to make no change in the secretarial title or grade pattern but seek to improve Agency practices regarding the utilization, progression, recognition, and career management and development of secretaries (as outlined in paragraph V.D. of MCA-97/C). Mr. [redacted] asked that the Office of Personnel meet with his Secretarial/Clerical Advisory Group and deal with their critique of MCA-97/C. He agreed to make a copy of the critique available to OP prior to the meeting. The Secretary concluded that there is an apparent need to educate managers on the role of secretaries and endorsed Mr. Janney's recommendation that OTR pursue its examination of supervisory, managerial and clerical courses to include the supervision and utilization of secretaries.

[redacted]
Carl E. Duckett
Secretary